



# Town of Capitol Heights

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## TOWN COUNCIL WORK SESSION AGENDA December 5, 2022 – 7PM – 9 PM

<b>Meeting Purpose:</b> Town Council - Work Session Discussion Items		
<b>Date:</b> December 5, 2022	<b>Time:</b> 7:00 PM	<b>Room:</b> Town Hall
<b>Chair:</b> Mayor Linda Monroe		<b>Scribe:</b> Town Administrator

- I. **Call to Order:** Council Member – Mayor Linda Monroe
- II. **Roll Call:** Town Administrator, Beverly Habada
- III. **Meeting Rules** – Town Administrator, Beverly Habada
- IV. **Approval of the Work session Agenda** – Council – (3 minutes)
- V. **Public Comments** – Agenda or Non agenda items (3 minutes each speaker)
- VI. **Items for Mayor and Council Discussion**
  - (a) Update to M & C on American Rescue Plan stimulus payments to households – Draft letter and Timeline to be presented - TA Habada, Minerva Phillips, Dezirae Montgomery – 20 minutes
  - (b) Christmas Caroling – PW Truck decorations, Hay bales – CM Anita Anderson - 10 minutes
  - (c) Christmas Party – Chief Morgan – 5 minutes
  - (c) Teleworking – CM Ford – 5 minutes
  - (c) Set date for Mayor and Council Retreat – February, 2023 - Mayor and Council – 15 minutes
  - (d) Livestreaming from Council Chambers - Next steps - CM's Amanda Anderson, Latonya Chew – 15 minutes
- VII. **Staff Reports** - Darryl Morgan, Police Dept. – 25 minutes
  - **Review of Speed Camera contract options** - Chief Morgan
- IX. **Town Clerk – Review of Hiring/Appointment** process to date and presentation of candidate interviewed by Mayor and Councilmembers James, Williams, Chew and TA Habada in November - 20 minutes – Mayor Monroe and MPT Williams

### Adjournment to Public Session

### **Council Reserves the Right to Go in to Closed Session Anytime During a Public Meeting.**

**Please Note:** Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



# Town of Capitol Heights

*"A unique experience. Discover us!"*

## TOWN COUNCIL PUBLIC SESSION AGENDA December 5, 2022 – 9:00 PM – 10:30 PM

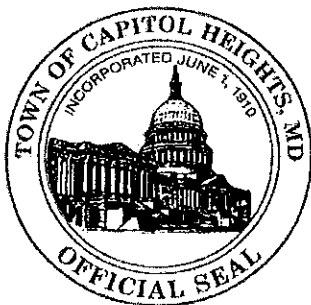
<b>Meeting Purpose:</b> Town Council – Public Session		
<b>Date:</b> December 5, 2022	<b>Time:</b> 9:00 PM	<b>Room:</b> Town Hall
<b>Chair:</b> Mayor Linda Monroe		<b>Scribe:</b> Town Administrator

- I. **Call to Order:** Mayor Linda Monroe
- II. **Roll Call:** Town Administrator
- III. **Non-Denominational Prayer** – All
- IV. **Pledge of Allegiance** – All
- V. **Reading of Meeting Rules** – TA Habada
- VI. **Approval of the Agenda** – Council (3 minutes)
- VII. **PUBLIC HEARING** – Comcast Franchise Agreement Renewal - (3 minutes per speaker)
- VIII. **Legislative items:**
  1. **2<sup>nd</sup> Reading Ordinance 2023-2 Granting Renewal of a Cable Franchise to Comcast of Maryland, LLC and authorizing a franchise agreement between the Town and Comcast** - 15 minutes
  2. **Resolution 2023-19 Appointing Darryl Morgan Chief of Police for the Town of Capitol Heights** – 15 minutes
  3. **Resolution 2023-20 Appointment of Town Clerk** – 10 minutes
- IX. **Rolling Agenda Additions, Changes or deletions** – Council (10 minutes)
- X. **Council Announcements** (10 minutes)
- XI. **Adjournment**

### **Council Reserves the Right to Go in to Closed Session Anytime During a Public Meeting.**

**Council Will Adjourn the Public Session Meeting to Convene in Closed Session to Discuss Personnel – Employee Evaluation – Discussion and Review with Employee**


**Please Note:** Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



December 1, 2022

MEMO

TO : Mayor and Council

FROM : Beverly Habada, Town Administrator 

SUBJECT : Ordinance 2023-2 - Fair Summary

Attached is the Fair Summary of Ordinance 2023-2, an Ordinance granting a renewal of the Cable Franchise to Comcast of Maryland, LLC and authorizing a franchise agreement. As required by the Ordinance a Fair Summary and announcement of a Public Hearing was published in the Prince George's Post, placed on the Town website and also posted on the Town bulletin board on the wall outside of Town Hall.



Reviewed at Work Session: November 14, 2022

First Reading: \_\_November 14, 2022

Second Reading: \_\_\_\_\_

**THE TOWN OF CAPITOL HEIGHTS  
ORDINANCE 2023-2**

Introduced by: The Town Council

**AN ORDINANCE GRANTING A RENEWAL OF THE CABLE FRANCHISE TO  
COMCAST OF MARYLAND, LLC AND AUTHORIZING A FRANCHISE  
AGREEMENT**

**WHEREAS**, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the Town of Capitol Heights, Maryland (hereinafter, the “Town”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality; and

**WHEREAS**, the Mayor and Council have the power under §5-204(d) of the Local Government Article, Annotated Code of Maryland to grant non-exclusive cable franchises; and

**WHEREAS**, the Mayor and Council have adopted a cable ordinance to govern cable franchises that are located within the Town; and

**WHEREAS**, the City entered into a cable franchise agreement with Comcast of Maryland, LLC which ended in 2015, but has been extended during the negotiation of the renewal of the franchise agreement; and

**WHEREAS**, the Mayor and Council authorized the negotiation of the renewal of the franchise agreement with Comcast of Maryland, LLC and said proposed agreement has been prepared and presented to the Mayor and Council; and

**WHEREAS**, the Mayor and Council have determined that it is in the public interest to renew the cable franchise with Comcast of Maryland, LLC, within the corporate limits of the Town, on condition that Comcast of Maryland, LLC. enter into a franchise agreement in substantially the form as attached to this Ordinance.

**Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the Town of Capitol Heights the renewal of the non-exclusive right to construct and operate a cable television system along the public rights of way in the Town of Capitol Heights is hereby granted to Comcast of Maryland, LLC, subject to the provisions of the Town of Capitol Heights Code of Ordinances and a franchise agreement between the City and Comcast Cable, LLC

in a form substantially similar to that attached to this Ordinance. The Mayor is authorized to endorse the franchise agreement on behalf of the City.

**Section 2. BE IT FURTHER ORDAINED AND ENACTED** by the Mayor and Council of the Town of Capitol Heights that upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall post at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, and on the City cable channel, and if time permits, in any City newsletter, the proposed ordinance or a fair summary thereof together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council.

The public hearing, hereby set for Monday on the 5th day of December 2022, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. That this Ordinance shall become effective twenty days after adoption provided that, as soon as practicable after adoption, the City Clerk shall post a fair summary of the Ordinance and notice of its adoption at City Hall, to the official City website, to the City-maintained e-mail LISTSERV, on the City cable channel, and in any City newsletter.

If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

**AND BE IT FURTHER ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAPITOL HEIGHTS**, that this Ordinance shall become effective at the expiration of twenty (20) calendar days following adoption.

**AND BE IT FURTHER ORDAINED AND ENACTED**, that a fair summary of this Ordinance shall be published at least once prior to the date of passage in a newspaper having general circulation in the Town, and a fair summary of this Ordinance shall be published at least once within ten days after the date of passage in a newspaper having general circulation in the Town.

**THIS ORDINANCE NO. 2023-2 HAVING BEEN PASSED** by the following ye and nay vote of the Mayor and Council of the Town of Capitol Heights on the \_\_\_\_ day of \_\_\_\_, 2022, at \_\_\_\_ o'clock p.m. in the Council Chambers of the Town Hall, One Capitol Heights Boulevard, Capitol Heights, Maryland.

PASSED this \_\_\_\_ Day of \_\_\_\_ 2022.

**THE TOWN OF CAPITOL HEIGHTS, by and through its Mayor and Common Council**

\_\_\_\_\_  
Amanda Anderson  
Councilmember

\_\_\_\_\_  
Anita Anderson  
Councilmember

\_\_\_\_\_  
LaTonya Chew  
Councilmember

\_\_\_\_\_  
Faith T. Ford  
Councilmember

\_\_\_\_\_  
Victor James  
Councilmember

\_\_\_\_\_  
Ronald Williams  
Councilmember-Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Linda D. Monroe  
Mayor

**CERTIFICATION**

I, HEREBY CERTIFY, as the duly appointed Town Administrator of the Town of Capitol Heights, Maryland, that on the \_\_\_\_ day of \_\_\_\_\_ 2022 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes, the aforesaid Ordinance 2023-2 passed.

\_\_\_\_\_  
Beverly Habada, Town Administrator

\_\_\_\_\_  
Underline : Indicate matter added to existing ordinance  
[Brackets] : Indicate matter deleted from existing ordinance  
Asterisks \* \* \* : Indicate that text is retained from existing law but omitted herein.



**THE TOWN OF CAPITOL HEIGHTS  
FAIR SUMMARY  
ORDINANCE 2023-2**

**AN ORDINANCE GRANTING RENEWAL OF THE CABLE FRANCHISE TO COMCAST OF MARYLAND, LLC AND AUTHORIZING A FRANCHISE AGREEMENT.**

This is to give notice that the Town Council of the Town of Capitol Heights introduced Ordinance 2023-02 at their Public Session of November 14, 2022 to grant a renewal of a Cable Franchise to Comcast of Maryland, LLC and upon adoption of the Ordinance at Second reading will authorize the Mayor to sign the cable franchise agreement on behalf of the Town.

**NOTICE OF PUBLIC HEARING  
ORDINANCE 2023-2  
DECEMBER 5, 2022  
7:00 pm  
Town Hall**

The Mayor and Council will hold a Public Hearing on this Ordinance on Monday, December 5, 2022 at 7:00 PM in the Council Chamber of Town Hall at 1 Capitol Heights Boulevard during the regular in-person Mayor and Council meeting. All interested parties will have the opportunity to be heard. After the hearing, the Council may adopt the proposed Ordinance with or without amendments or reject it.

Copies of this Ordinance may be obtained from Town Hall at 1 Capitol Heights Boulevard, Capitol Heights, MD 20743 during regular business hours of 9:00 AM to 5:00 PM, Monday through Friday, or by calling 301-336-0626 to request a copy be mailed or emailed. Copies can also be obtained from the Town website: [www.capitolheightsmd.gov](http://www.capitolheightsmd.gov)

If you are unable to participate in the meeting, you may submit written comments prior to the Public Hearing. In order to be received by the Council as part of the record, the comment must include the specific topic to which it relates and the full name and address of the person submitting the comment. Written comments should be submitted no later than 5:00 p.m. on the day of the hearing to:

[TownAdministrator@capitolheightsmd.com](mailto:TownAdministrator@capitolheightsmd.com)

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the Town Administrator's Office at 301-336-0626 ext. 104 and describe the assistance that is necessary.

143235

(11-24)

**THE TOWN OF CAPITOL HEIGHTS  
FAIR SUMMARY  
ORDINANCE 2023-1**

**AN ORDINANCE REPEALING AND REENACTING SECTION 10-103 OF THE TOWN OF CAPITOL HEIGHTS CODE OF ORDINANCES TO REQUIRE NEW BUSINESSES TO FIRST OBTAIN A BUSINESS LICENSE TO OPERATE WITHIN THE TOWN FROM THE MAYOR AND COMMON COUNCIL AFTER A HEARING BEFORE THE MAYOR AND COUNCIL AND COMPLETION OF AN INVESTIGATION BY THE BOARD OF INVESTIGATORS.**

This is to give notice that the Town Council of the Town of Capitol Heights introduced Ordinance 2023-01 at their Public Session of November 14, 2022 to repeal and reenact Section 10-103 of the Town of Capitol Heights Code of Ordinances to require that all new businesses must first obtain a business license from the Mayor and Common Council prior opening a business and upon first appearing before the Mayor and Common Council for a hearing upon an investigation conducted by the Board of Investigators (as defined in Section 10-102 of the Town Code of Ordinances).

This Ordinance is scheduled for Second Reading and adoption by the Mayor and Common Council for November 28, 2022 or as soon thereafter as possible.

Ordinance 2023-1 is available for inspection by the public. Requests for a copy of the ordinance can be made by calling Town Hall at 301-336-0626 or requests can be sent by email to: [TownAdministrator@capitolheightsmd.com](mailto:TownAdministrator@capitolheightsmd.com) and will be replied to during normal business hours of 9:00 AM to 5:00 PM Monday through Friday.

143234

(11-24)



Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Adopted on: \_\_\_\_\_

**THE TOWN OF CAPITOL HEIGHTS  
RESOLUTION 2023-19**

Drafted by: Town Administrator Habada  
Introduced by: The Town Council

**A RESOLUTION APPOINTING DARRYL MORGAN, CHIEF OF POLICE FOR THE  
TOWN OF CAPITOL HEIGHTS EFFECTIVE \_\_\_\_\_, 2022 AND  
AUTHORIZE THE SWEARING-IN OF CHIEF MORGAN AS CHIEF OF POLICE.**

**WHEREAS**, Darryl Morgan has served as Deputy Police Chief of the Town of Capitol Heights since August, 2019 and, upon the departure of former Town Police Chief Mark Cummings to Bowie State University, has served as Acting Chief since July 19, 2022, AND

**WHEREAS**, Darryl Morgan has served in law enforcement leadership positions before including his tenure as Chief of Police for the District of Columbia Library system with responsibility for security for 12 City libraries in the District, AND

**WHEREAS**, Mayor and Council have observed him during his tenure as Acting Chief and have been pleased with his efforts to make improvements in the Town Police department, especially his efforts to add more staff to the police force and negotiate for a new speed camera system that will address speeding and red-light violations.

Be it Resolved by the Mayor and Council of the Town of Capitol Heights, Maryland that Mr. Darryl Morgan is appointed Chief of Police for the Town of Capitol Heights effective \_\_\_\_\_, 2022 and authorizes the swearing-in of Mr. Morgan as Chief of Police by the Mayor as soon as practical.

AND BE IT FURTHER RESOLVED AND ORDERED that this Resolution shall take effect immediately.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2022.

**THE TOWN OF CAPITOL HEIGHTS**, by and through its Mayor and Common Council

\_\_\_\_\_  
Amanda Anderson  
Council member

\_\_\_\_\_  
Anita Anderson  
Council member



\_\_\_\_\_  
LaTonya Chew  
Council member

\_\_\_\_\_  
Faith T. Ford  
Councilmember

\_\_\_\_\_  
Victor James  
Councilmember

\_\_\_\_\_  
Ronald Williams  
Councilmember

ATTEST:

\_\_\_\_\_  
Linda D. Monroe  
Mayor

**CERTIFICATION**

I, HEREBY CERTIFY, as the duly appointed Town Administrator of the Town of Capitol Heights, Maryland, that on the \_\_\_\_ day of December, 2022 with \_\_ Aye votes and \_\_ Nay votes, the aforesaid Resolution 2023-19 passed.


\_\_\_\_\_  
Town Administrator Beverly Habada



December 1, 2022

MEMO

TO : Mayor and Council

FROM : Beverly Habada, Town Administrator 

SUBJECT : Item #7 Staff Reports & Review of Speed Cameras contract Options.

Chief Morgan will hand out his Staff Report and the documents related to your agenda item regarding Review of Speed Cameras Contract at your work session on Monday, December 5, 2022.



Work session Agenda Item # 9

December 2, 2022

MEMO

TO : Mayor and Council  
FROM : Beverly Habada, Town Administrator *BHB*  
SUBJECT : TOWN CLERK – HIRING – FOR REVIEW AND DISCUSSION

According to the Town Charter, the position of Town Clerk works for/reports to the Mayor and Council. Accordingly, the hiring process for the Town Clerk has been directed by the Mayor and Council with support from the Town Administrator for administrative needs of the M & C (e.g., providing copies of resumes, scheduling computer trials for prospective candidates on preparation of minutes, etc.).

To date, the Job Announcement/Description was advertised on the Maryland Municipal League Jobs bulletin, the Town website, and on LinkedIn. The most resume responses came from LinkedIn but we only received 6 resumes in total. We also received resumes from three candidates who came by way of referrals. None of the applicants had prior Town Clerk experience – not the LinkedIn candidates or the referrals. At the same time, we also found that there are other municipalities who have been searching for a Town Clerk. In a tight labor market, we are all competing for Town Clerk applicants.

Three individuals who were referred to us were pre-screened by the Mayor and all three subsequently came into the office for a test of their ability to prepare minutes. The first and second candidates did OK on their test but advised the Mayor about a week later that they were accepting Federal jobs.

The third candidate referred was Yvette Kidd who was interviewed by the Mayor, Councilmembers James, Williams and Chew and myself in November. Since Ms. Kidd (nor any of the applicants) have Town Clerk experience, Mayor Monroe connected her with the City Clerk for the City of Seat Pleasant to arrange for training. Ms. Dashaun Lanham is a Certified City Clerk and is currently the President of the Maryland Municipal Clerks Association. She has agreed to meet with and train Ms. Kidd onsite at the City of Seat Pleasant and at the Capitol Heights Town Hall. Ms. Kidd has been provided copies of the Town Charter and Code and has agreed to be trained by Ms. Lanham.

It is my understanding that the Mayor and Councilmembers who interviewed Ms. Kidd are ready to proceed with a Letter of Offer to Ms. Kidd and are ready for discussion with the Council about the process followed, about Ms. Kidd, and finally have a discussion about the proposed Letter of Offer for Ms. Kidd's signature. A copy of the Offer Letter can be provided on Monday evening and a Resolution will be available for adoption in the Public Session based on your discussion in work session Monday evening, if the Council decides to move forward.



TOWN OF CAPITOL HEIGHTS  
TOWN CLERK JOB ANNOUNCEMENT  
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

## Town Clerk

### Town of Capitol Heights – Capitol Heights MD

Grade 7: \$40,393.60 to \$55,036.80 a year

We are currently seeking a dynamic, outgoing Town Clerk to provide administrative support to the Town Council. A high level of responsiveness to citizens', the Council's requests for information and support is required. The Town Clerk is responsible for preparing agendas, materials, and minutes for Town council meetings. This individual will also prepare varied public informational materials, such as newsletter articles and website messages; oversees the maintenance of official Town records, organizes Town elections, and coordinate Town events. The ideal candidate must have a hands-on, can-do attitude as well as work well independently and in a team environment. Work is under the general direction of the Town Administrative Officer. Pay commensurate with experience.

Position open until filled

### DUTIES AND RESPONSIBILITIES

- Prepares official Council meeting agendas
- Attends regular and special meetings of the Mayor and Council to record meeting minutes and materials for same.
- Prepares and posts notices of public meetings and hearings; notifies the news media of scheduled meetings; posts such notices to the website and bulletin board.
- Plans, schedules, and serves as the official coordinator of the major Town municipal events.
- Prepares all legislative actions for official signature and file.
- Work as the Staff Liaison to the Board of Elections and the Ethics Commission; prepares agendas and produces required minutes from meetings.
- Responds to all Public Information Act requests.
- Maintains Town records using ShoreScan
- Provides oversight to Town departments on following the Town records retention policy.
- Assists the Board of Elections with Town Elections.
- Interacts effectively with citizens, public officials, committee members, Council Members, the Mayor, and Department Heads to provide and obtain information, responds to inquiries, coordinates meeting activities; and determines the status/issues of Town program, projects and initiatives.
- Interprets Town Code, policy and procedural manuals, invoices, and other related documents.
- Proofreads monthly newsletter.
- Performs related work as assigned



TOWN OF CAPITOL HEIGHTS  
TOWN CLERK JOB ANNOUNCEMENT  
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Associate degree in Business or Public Administration with 3 - 5 years of experience providing administrative and clerical support to include experience in a municipal environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience with Microsoft Office 365, Outlook, Adobe Acrobat essential. Experience with GovQA and Citibot preferred.

**SPECIAL CERTIFICATIONS AND LICENSES:**

- Must be willing to achieve Certification as a Municipal Clerk within three years of employment.
- Notary Public License preferred. Must be willing to obtain within one year of employment

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The Town of Capitol Heights is an Equal Opportunity Employer. ADA requires Town of Capitol Heights to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Vaccination Requirement**

All Town employees are required to be vaccinated for COVID-19 except for employees who request a religious exemption.





TOWN OF CAPITOL HEIGHTS  
TOWN CLERK JOB ANNOUNCEMENT  
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

## **HOW TO APPLY**

1. If you are submitting a physical application along with a resume and supporting documentation, please bring all required documents to Town Hall, **1 Capitol Heights Blvd, Capitol Heights MD 20743**, and leave with the receptionist. Your application will be time-stamped on the date and time received.
2. If you are applying for employment online via the town's website, [Form Center • Capitol Heights, MD • CivicEngage \(capitolheightsmd.gov\)](#), please be sure to fill in all required spaces. Once completed, you will receive an email notifying you that your application has been received.
3. If you are submitting your application and supporting documentation via email, please email all required documentation, **specified in one (1) PDF file** to the Ms. W. Hamer at [whamer@capitolheightsmd.com](mailto:whamer@capitolheightsmd.com). You will receive a confirmation email that your application has been received.

## **Required Supporting Documentation**

- Cover Letter
- Resume
- Three (3) professional references (names, emails, phone numbers)

**Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.**






December 2, 2022

MEMO

TO : Mayor and Council

FROM : Beverly Habada, Town Administrator 

SUBJECT : Status of American Rescue Plan Distribution of Funds

As promised at your November 28 Public Session, attached is the proposed Timeline and bullet points for items that are recommended to be included in the letter that will go to all households receiving ARP funds from the Town. A copy of the spreadsheet will be handed out to Mayor and Council on Monday night by Property Standards Authority (PSA) staff for the ARP update discussion.

Presenters to Mayor and Council during your Monday work session portion of your meeting will include Minerva Phillips, two representatives from Industrial Bank have committed to attend and Tomeka Jones and Dezirae Montgomery from PSA.

Copy to: Minerva Phillips  
James Greene, PSA Manager  
Tomeka Jones, PSA Inspector  
Dezirae Montgomery, PSA Admin. Asst.

## **American Rescue Plan Fund Distribution Timeline**

**Thursday November 2<sup>nd</sup>** – first day officially assigned the task of creating a plan of action for distribution of funds to property owners within the Town.

**Friday November 3<sup>rd</sup>** – Tomeka and Dez met to brainstorm to discuss how to handle the following topics: non-compliant owners, property owners who may be deceased/ status unknown, and to provide Bev with a date of completion for the master list

**Monday November 7<sup>th</sup>**- Tomeka and Dez met to brainstorm ideas on the best way to tackle this project. Issues covered; homes with multi-owners, llc.'s/ trusts, and property owners with a history of negligent behavior/ *existing* code violations on their properties. The goal is to have the database with at least every home address on each street in the Town added to the master list by November 14<sup>th</sup> prior to the M&C meeting

**Tuesday November 8<sup>th</sup>** – streets divided between Tomeka and Dez; Dez (Abel Avenue through Falkland Place) and Tomeka (Folgate Court through Upcot Court). Dez created the master spreadsheet with the following tabs of information to be added

- **First Tab Master list:** contains all property addresses, name(s) of the owner(s), mailing address/ offsite mailing address
- **Second tab Multi-Owner list** for any property owner that has more than one owner.
- **Third tab LLC's and trust owners list** as those properties typically have resident agents who handle their legal/financial affairs. The check would be made out to the LLC but issued to the resident agent to distribute accordingly.
- **Fourth tab Non-Compliant Owners** addressing any property owners who current outstanding code violations, liens, active citations, or fines on their property. This can include failure to register a home that is vacant, failure to obtain rental license, or owing significant property taxes to the Town. A notes tab to be added to this list to provide M&C an explanation of why we do not recommend this property owner as a candidate to receive the stimulus payment.

**Friday November 11<sup>th</sup>**- property addresses added to the master spreadsheet for all 1,498 homes within the Town. Binders tabbed off by street and SDAT property owner information sheet for each home added with tax ID#, mailing address, and ownership highlighted.

**Monday November 14<sup>th</sup>** – progress presented to the M&C by Bev (master list of all properties added to the spreadsheet and SDAT property owner information sheets)

**Tuesday November 15<sup>th</sup> through Friday November 18<sup>th</sup>** – heavy input of ownership mailing addresses to the master list, addition of multi-property owners, llc/trust owner

**Monday November 21<sup>st</sup> through Wednesday November 23<sup>rd</sup>** - **brainstorming** on wording for the letter to be issued to all residents; M&C input needed for this step. Addition of all current properties that have code violations/ ineligible with explanation provided.

**Monday November 28<sup>th</sup>**- present current progress to M&C at public session meeting

**Wednesday November 30<sup>th</sup> through Friday December 2<sup>nd</sup>** – listing the content necessary to add to the notification being sent to the residents to submit to the council for review. Requesting any additional information from M & C that was not already listed by Tomeka and Dez; M & C informaton to be added for creation of the letter to be issued.

**Monday December 5<sup>th</sup> through Friday December 9<sup>th</sup>** – confirmation as to whether a writable PDF will be effective in collection of ownership personal information and then first hard draft of notification to be issued to residents

**NOTE: the end date for this project is dependent upon the notes that the council may have regarding the spreadsheet, the key points for the letter, and determining if the writable PDF will be a viable option for securing ownership information (owners filling in their information in the writable PDF)**

## LETTER TO HOUSEHOLDS FOR ARP FUNDS DISTRIBUTION

The overall goal is for the language to be concise enough, yet fully encompassing of the requirements and exceptions for distribution of funds. If there are any additional points that the M&C would like added, please advise.

Key points for the notification to all residents:

- Opener: outline what the American Rescue Plan funds are and why are they being distributed to the homeowners
- Provide the owners with a time frame for when the funds will be distributed from the date of the letter
- Advise homeowners how they will receive funds and the steps necessary to do so
- Provide instructions that all homeowners are required to register during the allotted time frame and a step-by-step process on filling out the form/ submission of their information
- Who is eligible? Anyone that owns a home in the Incorporated Town of Capitol Heights that is acknowledged as having property rights (i.e on the deed) to the home. This includes townhomes, single family homes, multi-owner homes, homes owned by a trust or llc, and homes that are rental properties.
- Eligibility is removed for any property owner that has current code violations that have led to an active/unpaid fine, citation, or open lien against the address - - To include rental properties that have not obtained their rental license by the timeframe provided under the ordinance. Homeowners with multiple properties are also ineligible if there are open fines, citations, liens, or unpaid property taxes on a property. Anyone who has outstanding code violations that have led to fines, citations, or liens have been duly notified.
- List a point of contact for residents that have any questions regarding the process which can also serve as a way for property owners to check to see if they have any outstanding code violations that have led to fine, citation, or a lien.
- For property owners in need of special accommodations (i.e elderly, handicapped, or unable to register by the time frame for extenuating circumstances) a contact point for them as well